

The Scientist & Engineer Career Program



9 February 2000
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SECP Administrator

Overview

- **Background**
- **SECP Strategic Plan/ SECP Structure**
- **Developmental Opportunities**
- **New SECP Referral Process**
- **Maximize Your Opportunities**
- **Summary**

Background

Some History

- **Scientist & Engineer Career Program (SECP)**
 - **Established in 1988**
 - **Purpose:**
 - ♦ **Identify and develop well trained, highly skilled employees to meet Air Force S&E needs**
- **Career Programs are management tools**
- **Different from LCCEP, the oldest CP**

**NOTE: the registrant is responsible
for managing their own career--SECP
is a tool to help!**

SECP Vision

**“The SECP plays an essential part
... by shaping the technological
skills of tomorrow’s air and space
force...”**

What We Do ...

- ★ **Referral Certificates**
- ★ **Position Management**
- ★ **Career Counseling**

- ★ **Tuition Assistance**
- ★ **Continuing Education**
- ★ **Short-Term Training**
- ★ **Experiential**
- ★ **Career Broadening**

***Represent S&E Community
at AF/DP***

What We Don't Do ...

- ★ **Operate a job placement service**
- ★ **Guarantee all registrants training**
- ★ **Guarantee advanced degrees**
- ★ **Operate similar to other programs**

PALACE Team = Functionals + Personnelists + Admin Support

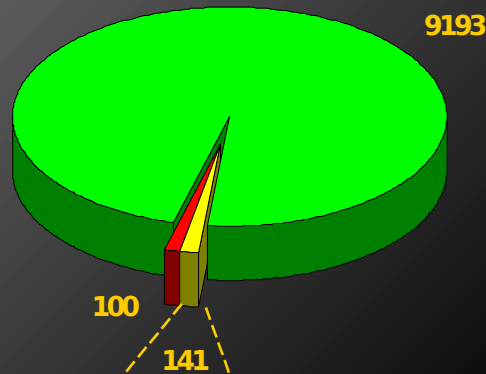
Program Coverage

- **Registrants = about 9,400**
- **Covered Positions = about 1,700**
 - **Supervisory Levels 1, 2, 3, 4, & 5**
 - **GS-13/14/15, and Lab Demo DR III & IV, ACQ Demo NH-4 (Demo fills are optional)**
 - **Share some series (801, 854, 855, 1301, 1515, 1550) with CE, Comm & Info, Finance**
- **Career Broadeners = 0**

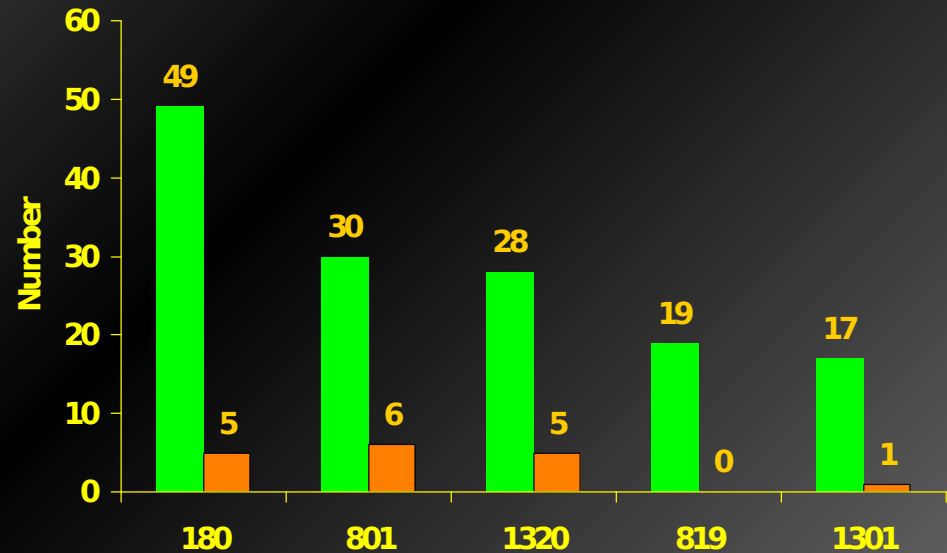
Non-Supervisory Positions are not Covered by SECP

Brooks AFB Community

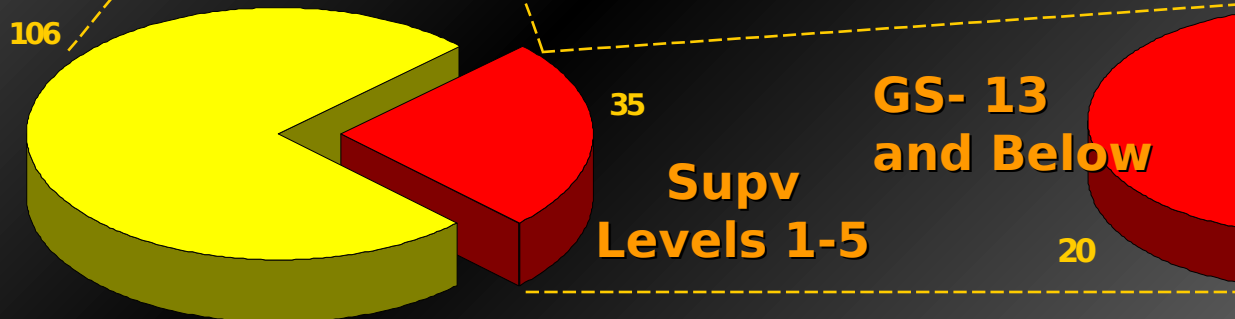
SECP Family



TOP 5 SERIES (Registrants / Covered)



Brooks AFB



Supv Levels 1-5

GS- 13 and Below

20

GS- 14 6

GS- 15 and Above 9

Organizational Structure



SECP STRATEGIC PLAN/ SECP STRUCTURE

Strategic Plan

- **Approved by SAF/AQ & HQ USAF/DPF**
- **Roadmap for Career Program**
- **Consistent career mgt for MIL + CIV**

**10,000 CIV 685XX + 6,000 MIL 61SXX,
& 63**

SECP Strategic Plan



Policy Council Members

Military:

	BGen Michael A. Hamel	Product Center	Engineer
➡	BGen Wilbert D. Pearson Jr.	Test & Evaluation	Engineer
	BGen Charles H. King	Lab	Engineer
	BGen Robert P. Summers	Logistics	Scientist

Civilian:

➡	Dr. Don Daniel	SES	SAF/AQ	Engineer
➡	Mr. James F. Bair	SES	HQ AFMC/EN	Engineer
	Dr. Alok Das	ST	Lab	Engineer
➡	Dr. Brendan B. Godfrey	SES	Product Center	Scientist
	Dr. Genevieve M. Haddad	SES	Lab	Scientist
➡	Mr. Allen Murashige	SL	Ops Research	Scientist
➡	Dr. J. Daniel Stewart	SES	HQ AFMC/CD	Engineer
➡	Mr. Gerald L. Yanker	SES	Logistics	Engineer
	Mr. Koenig	SES	Logistics	Engineer

Ex-Officio:

	Dr. Louis Metzger	SES	AF Chief Scientist	Engineer/Sci
	MGen Susan L. Pamerleau		HQ USAF/DPF	Personnel

DEVELOPMENTAL OPPORTUNITIES

SECP Developmental Opportunities

- **Tuition Assistance**
- **Management Development/
Leadership Courses**
- **Experiential Development**

Tuition Assistance

- **Funding Support for Registrants**
 - **100% tuition cost**
 - **Books and unrelated fees not covered**
- **Course Types**
 - **Graduate degree seeking (including PhD)**
 - **Continuing education (limited to 1 per year)**
 - **Acquisition Corps Eligibility (Req'd Business)**
- **Availability of Funds**
 - **Subject to SECP FY training budget**
 - **Subject to competitive selection**

Tuition Assistance (Cont)

- **Application Procedures**
 - **Indicate code BTG (Grad TA) on your CEP**
 - **Submit application package**
 - ♦ **Endorsement letter from 3-Ltr supervisor**
 - ♦ **Acceptance letter from university**
 - ♦ **Curriculum Plan**
 - ♦ **DD Form 1556 for each requested course**
 - **Send to SECP Office 60 days before class**
 - **Review web site for further details**
 - ♦ **www.afpc.randolph.af.mil/cp/guide/default.htm**

Management Development/ Leadership Training

- **Primary Source is OPM Management Development Center (MDC)**
- **Courses Geared to Suit Progressive Grade and Supervisory Levels**
 - **GS-13 through GS-15**
 - **Seminars and Assessment courses**
- **SECP Pays Cost of Course, Room & Board**
 - **Owning org pays travel**

Executive Development ***(Non-SECP)***

- **DLAMP: 6 year OSD-funded leadership & mgt pgm for GS-13/14/15s**
 - **Developmental training**
 - **Grad level leadership & mgt training**
 - **PME (Senior Service School)**
 - **1 year Career broadening assignment**
 - **Organization can backfill participant**
 - **DoD funded Full-Time Equiv**

Executive Development ***(Non-SECP) con't***

- **Long Term Training Assignments now Managed by AFSEMO under Civilian Competitive Development Program (CCDP)**

Experiential Development

- **SOS and Education With Industry (EWI)/ Industrial Development Experience in Acquisition (IDEA): SECP Selection**
- **SECP Career Broadening Opportunities**

Note: Indicate interest via your CEP

NEW SECP REFERRAL PROCESS

How to be Considered

- **Must be registered in SECP**
 - **AF Form 2675**
 - **Turn in to Civ Personnel Office**
- **All positions announced (as of 6/21/99)**
 - **on SECP web page**
 - **via SECP list server**
- **Announcements normally open 2 weeks**
- **MUST apply (normally via email) to be considered, regardless of GEOLOCs**
- **Resumes requested, but optional**

Referral Process

- **Position Announced**
- **Announcement closes**
- **Applicant list generated**
- **Promotion Evaluation Pattern is then run**
 - **compares Skill Codes in applicants' histories to Skill Codes on vacancy's PD**
 - **candidates sorted by**
 - ♦ **Skills "match" (most to least), then by**
 - ♦ **Appraisal scores (descending), then by**
 - ♦ **Service Computation Date (ascending)**

PLF	PPRS PAGE	GRADE	%	SKILLS CODES/OCC SERIES/ EDUCATION SUBSTITUTION	RATIONALE
1-1	9C	13	25	BPX	Individuals passing this PLF meet the basic eligibility IAW the Qualification Standards Handbook.
1-2	9C	13	25	BPXFAC, BLBUNB, BPX1SD, BPXCHW, BPXCSW, BPXFAB, BPXFAD, BPXTFV, BPXZAF :	This PLF identifies candidates with engineering and/or scientific knowledge in the general disciplines required by this position at the next lower grade level. Candidates failing this PLF are less qualified than those who pass it. This experience is critical to the position and, therefore, candidates who do not pass the PLF should not be referred.
1-3	9-G	13	25	Any Two BPXFAC, BLBUNB, BPX1SD, BPXCHW, BPXCSW, BPXFAB, BPXFAD, BPXTFV, BPXZAF	This PLF identifies candidates with engineering and/or scientific knowledge in at least two general disciplines required by this position at the next lower grade level. Candidates failing this PLF are less qualified than those who pass it.
1-4	9-G	12	25	Any Two BPXFAC, BLBUNBZAF, BPXCHWPAD, BPXCSWPDV, BPXFAB, BPXFAD, BPXTFV1RX, BPXZAF	This PLF identifies candidates with engineering and/or scientific knowledge in multiple disciplines specifically required by this position at the two grade levels lower. Candidates passing this PLF are better qualified than those failing it.
1-5	9-G	13	25	Any Two BPXFAC, BPXFAB, BPXFAD	This PLF identifies candidates with engineering and/or scientific knowledge in multiple disciplines specifically required by this position at the next lower grade level. Candidates passing this PLF are better qualified than those not passing it.
2-1	9C	12	25	Supervisory Level Codes 1, 2, 3, 4	This PLF identifies candidates with prior supervisory and/or managerial experience at or above the GS-12. This experience is considered to better qualify candidates for second- and higher-level supervisory and/or managerial positions. Candidates passing this PLF are better qualified than those not passing it.
2-2	9G	13	25	BPXFAC <AND> BPXFAB <AND> BPXFAD	This PLF identifies candidates with engineering and/or scientific knowledge in the disciplines specifically required by this position at the next lower grade level. Candidates passing this PLF are considered "best" qualified for the position.

Referral Process (cont.)

- **Up to 15 candidates each on:**
 - **Promotion certificate**
 - **Reassignment / Change to Lower Grade certificate (if requested)**
- **Names referred in Alphabetical order (no ranking indicated)**
 - **Career briefs included**
 - **Resumes provided, if submitted**

Reference sites

- **SECP Registration and position coverage guidelines**
 - **<http://www.afpc.randolph.af.mil/cp/secp/SECP-reg-crit.htm>**
- **Career Program Registration (AF Form 2675) instructions**
 - **<http://www.afpc.randolph.af.mil/cp/2675.htm>**
- **SECP Vacancy Announcements**
 - **<http://www.afpc.randolph.af.mil/cp/vacancy/default.htm#secp>**
- **SECP List Server subscription instructions**
 - **<http://www.afpc.randolph.af.mil/cp/secp/list-server.htm>**
- **Acquisition Demonstration Vacancy Website**
 - **<http://www.bolling.af.mil/civpers/mssdpc>**

Reference sites (cont.)

- **SECP Sample Resume Format**
 - **<http://www.afpc.randolph.af.mil/cp/secp/Documents/sample%20SECP%20resume%20format1.doc>**
- **Career program document library (including Skill Code “dictionary”)**
 - **<http://www.afpc.randolph.af.mil/cp/docs.htm>**
- **Review your records online!**
 - **<https://www.afpc.randolph.af.mil/geoloc/defaultLogin.asp>**
- **Want a copy of this briefing? Check the SECP website**
secp@afpc.randolph.af.mil

Registration Process

- **Complete AF FORM 2675**
 - ♦ **K = SECP identification code**
- **Tips:**
 - **Manage your GEOLOCs (SECP = KZZ)**
 - **Review GEOLOCs after PCS/Promotion**
 - **Include your present Duty Location**
 - **Include the minimum desired grade**
 - **Consider multiple Career Programs**
- **Submit completed form to local CPF**

***MAXIMIZE YOUR
OPPORTUNITIES***

The Real World

- **Fewer high-grade positions**
 - Can't expect to move up readily
 - Don't wait to be the next to be promoted
- **Keener competition for fewer jobs**
 - Air Force wide
 - Breadth of experience is valued
 - Advanced academic degrees are prevalent
- **Mobility is a plus - may be tie breaker**
 - GS-07 to GS-14/15 succession at the same location will be an exception

Career Counseling

- **On-site:**
 - **PALACE Team available to discuss “your” career at your place or ours**
- **By telecon or e-mail:**
 - **PALACE Team available to discuss “your” career**

Employee Tips

- **Ensure your Career Brief is correct, current, and complete**
 - **Provide a resume to the Selecting Official if notified for consideration**
 - **Review everything yearly (more frequently if in BRAC status)**
- **Request and review the Personal Availability Data Product**
 - **Adjust GEOLOCs to reflect career goals**
- **Register for List Server!**

Things You Can Do

- **Begin writing a resume**
- **Stay up-to-date: surf the SECP web page**
 - **<http://www.afpc.randolph.af.mil/cp/secp/default.htm>**
 - **Subscribe to the SECP List Server (see web)**
- **Send us e-mail**
 - **secp@afpc.randolph.af.mil**
- **Call us at the PALACE Team, Randolph AFB TX**

Summary

- **SECP “reinvented”: addresses Civ and Mil**
 - **Policy Council and Panels reflect Strategic Plan**
- **Career Development Opportunities Exist**
 - **Ensure CEP reflects accurate/ appropriate requirements; engage supervisory chain**
- **New Application Based Referral System Benefits both Management**

